



## DEPARTMENT OF THE NAVY

NAVY PERSONNEL COMMAND  
5720 INTEGRITY DRIVE  
MILLINGTON TN 38055-0000

1640  
Ser 841/003  
4 Jan 01

MEMORANDUM FOR PERS-84 STAFF

Subj: PRISONER TRANSFER POLICY

Ref: (a) Memo for PERS-84 staff 5800 Ser 84/137 of 6 Jul 00  
(Subj: Office Procedures for Level II Brig Assignment  
and Transfer of Sex Offenders and Violent Offenders)  
(b) MILPERSMAN 1640-XXX

Encl: (1) Prisoner Transfer Funding Matrix

1. Purpose. Identify the roles and responsibilities of PERS-84 for the transfer of service prisoners to and from Navy confinement facilities.

2. Roles and Responsibilities

a. PERS-841

(1) Per existing service Memorandums of Agreement (MOA) and guidance by PERS-84/PERS-84B, approve or disapprove "other Service prisoner transfers" or "exceptions to policy cases" into Navy confinement facilities, and Navy prisoner transfers into other Service confinement facilities, except as outlined in paragraph 2.e.(1) below.

(2) In the absence of the Regional Corrections Specialist East/West, execute the duties outlined in paragraph 2.e. below.

(3) In the absence of PERS-8413, ensure the execution of the duties outlined in paragraph 2.d. below.

(4) Maintain cognizance over this policy memorandum, coordinating content update that impacts on transfer roles and responsibilities.

(5) Where cases of conflict occur, the matter will be brought to the attention of PERS-84/PERS-84B.

b. PERS-8411. In the absence of PERS-841, ensure the execution of the duties outlined in paragraph 2.a. above.

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c. PERS-8412. Maintain cognizance over reference (a), coordinating content update that impacts on transfer of sex offenders and violent offenders.

d. PERS-8413

(1) Where identified by the Regional Corrections Specialist East/West or other commands, seek transfer authority for Level III Navy male and all officer prisoner transfers to the United States Disciplinary Barracks (USDB), Fort Leavenworth, Kansas from Headquarters, Department of the Army (HQDA DAMO-ODL). Provide the Regional Corrections Specialist East/West with transfer authority when authorized by HQDA DAMO-ODL.

(2) Maintain direct liaison with appropriate agencies for an accounting of all Navy prisoners confined at or transferred from the USDB to alternate confinement sites (i.e., Federal Bureau of Prisons (FBOP) or Army regional correctional facilities (RCFs)).

(3) Prepare required naval message and coordinate preparation of orders in cases involving Navy officers.

(4) Maintain a prisoner transfer file on each Navy prisoner transferred to the USDB or a RCF if movement is initiated from a Navy confinement facility. The file will include related message, authorization letter, or e-mail documentation and a CORMIS printout on the prisoner.

e. Regional Corrections Specialists East/West (CINCLANTFLT/CNET and CINCPACFLT)

(1) Coordinate transfers between Navy confinement facilities within region of responsibility (i.e., afloat brigs, detention facilities, pretrial confinement facilities, waterfront brigs, and consolidated brigs) per references (a) and (b).

(2) Monitor female confinements/coordinate transfers within region of responsibility.

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(a) Waterfront brigs (Level I facilities) with female confinement capability (i.e., sufficient female staff) may retain Marine Corps and Air Force female prisoners with sentences up to six months confinement (same as males). Naval Brig Norfolk (a one-year waterfront facility) may confine Marine Corps and Air Force female prisoners with sentences up to one year with no special program needs. Female prisoners with sentences over one year or requiring special program needs will be confined at the NAVCONBRIG Miramar (a Level II Male/III Female Facility). Careful consideration of the prisoner's command proximity and associated command/parent service support, as well as any special program needs determine retention of Marine Corps and Air Force female post-trial prisoners at waterfront brig.

(b) Where female staff is insufficient to support post-trial female confinement, post-trial female prisoners will be transferred to the NAVCONBRIG Miramar or Naval Brig Norfolk, as appropriate.

(3) When identified, provide PERS-8413 the names of Navy prisoners meeting the criteria for transfer to the USDB. Upon receipt of transfer approval, coordinate transfer in accordance with the provisions of reference (b).

(4) Where required, coordinate Navy prisoner transfers, to include females, external of regional boundaries (i.e., Eastern Region confinement facility to Western Region confinement facility, and vice versa), consistent with the provisions of reference (a).

(5) In the case of Army post-trial prisoners, the command shall be requested to arrange transfer of the prisoner(s) to the appropriate U.S. Army confinement facility or in the case of Level III female prisoners to CONBRIG Miramar.

(6) Where required, coordinate the provision for prisoner orders, escorts and associated accounting data per reference (b), and as referenced indicated in enclosure (1).

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f. All PERS-84 Staff. Be familiar with this policy and the references; refer questions to applicable agents.



C. E. BLAZEK

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# PRISONER TRANSFER FUNDING MATRIX

PRISONER STATUS	TRANSFER FROM	TRANSFER TO	PRISONER'S EXPENSES FUNDED BY	ESCORTS PROVIDED BY	ESCORTS FUNDED BY
Other Service Pretrial or Post-Trial	Navy Confinement Facility	Confinement Facility As Directed By Parent Service	Parent Service	Parent Service or As Coordinated	Parent Service
Navy Initial Confinement (Pretrial)	Prisoner's Command	A DoD Confinement Facility	Prisoner's Command	Prisoner's Command	Prisoner's Command
Navy Post-Trial (30 Days or Less)	Command / PCF / Waterfront Brig / NAVCONBRIG	Waterfront Brig / NAVCONBRIG	Prisoner's Command	As Coordinated	Prisoner's Command
Navy Post-Trial (31 Days or More)	PCF / Waterfront Brig	Waterfront Brig	PER BUPERSINST 7040.6	As Coordinated	Transferring Brig
Navy Post-Trial (31 Days or More)	PCF / Waterfront Brig / NAVCONBRIG	NAVCONBRIG / USDB	PER BUPERSINST 7040.6	NAVCONBRIG Associated With the Region of Which the Prisoner is Confined, or As Coordinated	NAVCONBRIG Associated With the Region of Which the Prisoner is Confined
Navy Post-Trial	NAVCONBRIG	Waterfront Brig	PER BUPERSINST 7040.6	NAVCONBRIG Associated With the Region of Which the Prisoner is Confined, or As Coordinated	NAVCONBRIG Associated With the Region of Which the Prisoner is Confined

Enclosure (1)